

**Title 19—DEPARTMENT OF  
HEALTH AND SENIOR SERVICES  
Division 30—Division of Regulation and Licensure  
Chapter 84—Training Program for  
Nursing Assistants**

**19 CSR 30-84.030 Level I Medication Aide**

*PURPOSE: Individuals who administer medications in residential care facilities I and II are required by 13 CSR 15-15.042(49) to be either a physician, a licensed nurse, a certified medication technician or a level I medication aide. This rule sets forth the requirements for approval of a Level I Medication Aide Training Program designating the required course curriculum content, outlining the qualifications required of students and instructors, designating approved training facilities and outlining the testing and certification requirements.*

*PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.*

(1) The Level I Medication Aide Training Program shall be administered by the Department of Health and Senior Services (the department) in order to prepare individuals for employment as level I medication aides in residential care facilities (RCFs) and assisted living facilities (ALFs). The program shall be designed to teach skills in medication administration of nonparenteral medications in order to qualify students to perform this procedure only in RCFs and ALFs in Missouri.

(2) All aspects of the level I Medication Aide Training Program included in this rule shall be met in order for a program to be considered approved.

(3) The objective of the level I Medication Aide Training Program shall be to ensure that the medication aide will be able to—define the role of a level I medication aide; prepare, administer and chart medications by nonparenteral routes; observe, report and record unusual responses to medications; identify responsibilities associated with control and storage of medications; and utilize appropriate drug reference materials.

(4) The course shall be an independent self-study course with a minimum of sixteen (16) hours of integrated formal instruction and practice sessions supervised by an approved instructor which shall include a final written and practicum examination.

(5) The curriculum content shall include procedures and instructions in the following areas: basic human needs and relationships; drug classifications and their implications; assessing drug reactions; techniques of drug administration; medication storage and control; drug reference resources; and infection control.

(6) The course developed by the Missouri Department of Elementary and Secondary Education and the Department of Health and Senior Services as outlined in the manual entitled *Level I Medication Aide* (50-6064-S and 50-6064-I) 1993 edition, produced by the Instructional Materials Laboratory, University of Missouri-Columbia, incorporated by reference in this rule and available through the Department of Health and Senior Services, PO Box 570, Jefferson City, MO 65102-0570, shall be considered the approved course curriculum. This rule does not incorporate any subsequent amendments or additions to the materials incorporated by reference. Students and instructors each shall have a copy of this manual.

(7) A student shall not administer medications without the instructor present until s/he successfully completes the course and obtains a certificate.

**(8) Student Qualifications.**

(A) Any individual employable by an RCF or ALF to be involved in direct resident care shall be eligible to enroll as a student in the course. Employable shall mean an individual who is at least eighteen (18) years of age; not listed on the department's Employee Disqualification List (EDL) and has not been convicted of, or entered a plea of guilty or *nolo contendere* to a crime in this state or any other state, which if committed in Missouri would be a class A or B felony violation of Chapters 565, 566, and 569, RSMo, any violation of section 568.020, RSMo or any violation of section 198.070.3, RSMo, unless a good cause waiver has been granted by the department pursuant to the provisions of 19 CSR 30-82.060.

(B) The following individuals may qualify as level I medication aides by successfully challenging the final examination: Individuals either enrolled in or who have been enrolled in a professional nursing school or in a practical nursing program who have completed the medication administration or pharmacology course and who have letters of endorsement from the directors of their respective programs.

(9) Those persons wanting to challenge the final examination shall submit a request in writing to the department's Section of Long Term Care director enclosing applicable documentation. If approved to challenge the examination, a letter so stating will be sent from the division to present to an approved instructor so that arrangements can be made for testing.

**(10) Instructor Qualifications.**

(A) An instructor shall be currently licensed to practice as either a registered nurse or practical nurse in Missouri or shall hold a current temporary permit from the Missouri State Board of Nursing. The licensee shall not be subject to current disciplinary action such as censure probation, suspension or revocation. If the individual is a licensed practical nurse, the following additional requirements shall be met:

1. Shall be a graduate of an accredited program which has pharmacology in the curriculum.
2. This additional requirement shall not be waived.

(B) In order to be qualified as an instructor, the individual shall have had one (1) year's experience working in a long-term care (LTC) facility licensed by the department or the Department of Mental Health within the past five (5) years; or shall be currently employed in an LTC facility licensed by the department or the Department of Mental Health and shall have been employed by that facility for at least six (6) months; or shall be an instructor in a Health Occupations Education program; and shall have attended a "Train the Trainer" workshop to implement the Level I Medication Aide Program conducted by a Missouri registered nurse presenter approved by the department.

(C) Upon completion of the workshop and receipt of all credentials validating qualifications, the presenter shall issue a certificate indicating that an instructor is approved to teach the level I medication aide course and shall submit the names of the approved instructors to the approved LTC association.

(D) A person who has been approved as an instructor shall have that status revoked if, after an investigation by the division, it is found that the instructor:

1. Accepted money from a student and did not follow through with the class or upon successful completion of the class did not follow through with certification;
2. Falsified information on the final score sheet or any other required documentation; or
3. Administered the final examination incorrectly and not in accordance with section (12) of this rule.

(E) Once an instructor's status is revoked only the director of the division or his/her designee may reinstate the individual after the individual requests reinstatement documenting new circumstances. If the instructor's status is revoked or reinstated, the division shall immediately notify all certifying agencies of the action.

#### (11) Sponsoring Agencies.

(A) The following entities are eligible to apply to the department to be an approved training agency: an area vocational-technical school, a comprehensive high school, a community college, an approved four (4) year institution of higher learning or an RCF or ALF licensed by the department or an LTC association.

(B) The sponsoring agency is responsible for obtaining an approved instructor, determining the number of manuals needed for a given program, ordering the manuals for the students and presenting a class schedule for approval by an approved LTC association. The required information will include: the name of the approved instructor; the instructor's Social Security number, current address and telephone number; the number of students enrolled; the name, address, telephone number, Social Security number and age of each student; the name and address of the facility that employs the student, if applicable; the date and location of each class to be held; and the date and location of the final examination. The LTC association which approved the course shall be notified in advance if there are any changes in dates or locations.

(C) Classrooms used for training shall contain sufficient space, equipment and teaching aids to meet the course objectives as determined by an approved LTC association.

(D) If the instructor is not directly employed by the agency, there shall be a signed written agreement between the sponsoring agency and the instructor which shall specify the role, responsibilities and liabilities of each party.

#### (12) Testing.

(A) The final examination shall consist of a written and a practicum examination administered by the instructor.

1. The written examination shall include twenty-five (25) questions based on the course objectives.

2. The practicum examination shall be done in an LTC facility which shall include the preparation and administration by nonparenteral routes and recording of medications administered to residents under the direct supervision of the instructor and the person responsible for medication administration in the long-term care facility. Testing on medications not available in the LTC facility shall be done in a simulated classroom situation.

(B) A score of eighty percent (80%) is required for passing the final written examination and one hundred percent (100%) accuracy in the performance of the steps of procedure in the practicum examination.

(C) The final examination, if not successfully passed, may be retaken within ninety (90) days one (1) time without repeating the course, however, those challenging the final examination must complete the course if the examination is not passed in the challenge process.

(D) The instructor shall complete final records and shall submit these and all test booklets to the sponsoring agency.

#### (13) Records and Certification.

##### (A) Records.

1. The sponsoring agency shall maintain records of all individuals who have been enrolled in the Level I Medication Aide Program and shall submit to the LTC association which approved the course all test booklets, a copy of the score sheets and a complete class roster.

2. A copy of the final record shall be provided to any individual enrolled in the course.

3. A final record may be released only with written permission from the student in accordance with the provisions of the Privacy Act (PL 90-247).

##### (B) Certification.

1. The LTC association which approved the course shall award a Level I medication aide certificate to any individual successfully completing the course upon receiving the required final records and test booklets from the sponsoring agency.

2. The LTC association which approved the course shall submit to the department the names of all individuals receiving certificates.

(14) The department shall maintain a list of LTC associations approved to handle the Level I Medication Aide Training Program. In order for an LTC association to be approved by the department the association shall enter into an agreement of cooperation with the department which shall be renewable annually and shall effectively carry out the following responsibilities:

(A) Maintain a roster of approved instructors;

(B) Approve sponsoring agencies, class schedules and classroom space;

(C) Distribute final examinations, review test booklets, score sheets and class rosters;

(D) Award certificates to individuals who successfully complete the course, provide the department with the names of those receiving certificates; and

(E) Maintain records.

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(15) Maintaining Certification.

(A) If the department, upon completion of an investigation, finds that the Level I medication aide has stolen or diverted drugs from a resident or facility or has had his/her name added to the employee disqualification list, the division shall delete such person's name from the department's Level I medication aide listing. Such deletion shall render the medication aide's certificate invalid.

*AUTHORITY: sections 198.076, RSMo 2000 and 198.005 and 198.073, RSMo Supp. 2006.\* This rule originally filed as 13 CSR 15-13.030. Original rule filed May 14, 1985, effective Sept. 1, 1985. Amended: Filed Oct. 16, 1985, effective Jan. 12, 1986. Amended: Filed May 26, 1998, effective Jan. 30, 1999. Moved to 19 CSR 30-84.030, effective Aug. 28, 2001. Amended: Filed Aug. 23, 2006, effective April 30, 2007.*

*\*Original authority: 198.005, RSMo 2006; 198.073, RSMo 1974, amended 1984, 1992, 1999, 2006; and 198.076, RSMo 1979, amended 1984.*